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	Effective Date:	05-01-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Nursing Service Division
	Document Title:	DISCHARGE OF EXPIRED PATIENT

PURPOSE:

To outline steps in the release of an expired patient.

SCOPE:


Applies to all Nursing Service Division staff, Medical Doctors and Billing Personnel of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Registered Nurses, Attending Physician, Resident Physician, Ward Clerk, Billing Personnel

GENERAL GUIDELINES:


1. The hospital shall address the needs of the immediate family member in their moments of grief and shall provide adequate privacy.
2. Post-mortem care shall be done to all expired patients.
3. The Nurse Supervisor on duty shall assist the family members in contacting their funeral of choice.
4. The cadaver shall not stay in the ward for more than 2 hours.
 - 4.1. If additional time is needed, the cadaver shall be brought down to the hospital's Corporal Remains Facility.
 - 4.2. In case a certain period of waiting is requested by the relatives and they refuse to have the body brought to the morgue, keep the body fully covered in bed and properly screened and inform the supervisor on duty.
5. The cadaver shall be released to the family or funeral parlor even before the bill is paid provided that a promissory note is signed.
6. The general policies concerning release of a deceased patient under Republic Act No. 9439 (**An act prohibiting the detention of patients in hospitals and medical clinics on grounds of nonpayment of hospital bills or medical expenses**) shall be followed.

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7. The Hospital shall assist the needs of the family for autopsy of the cadaver if this is indicated (*see Standard Operating Procedure on Requesting an Autopsy*).
8. Processing of bill of expired patients shall be done within the shift.


PROCEDURE:

1. Nurse on duty checks the time the patient was pronounced dead by the attending physician/ resident physician on patient's chart.
2. Nurse on duty or nursing attendant screens off the body of the expired patient if in the ward or closes door if in the private room.
3. Nurse on duty informs next of kin if no one is around during patient's death.
4. Nurse on duty supports the family's needs for spiritual or religious rituals.
5. Nurse on duty prepares the following forms:
 - 5.1. Data for Death Certificate form- 2 copies
 - 5.2. Authorization for Release of Body- 2 copies
 - 5.3. Cadaver Identification Card- 2 copies
 - 5.4. Attending Physician/Resident Physician fills out the Data for Death Certificate Form
6. Nurse on duty fills out the Authorization of Release of Body.
7. Nurse on duty inquires from the patient's family their choice of funeral service provider.
8. Nurse on duty notifies the supervisor on duty of patient's death and choice of funeral service provider. The supervisor on duty is authorized to make necessary arrangements with the funeral services provider if patient's family is unable to do so.
9. Nurse on duty notifies billing section, or after office hours, the admitting section of patient's death.
10. Nurse on duty instructs relative to sign promissory note at billing section or if after office hours, at the admitting section. Pursuant to RA No. 9439 as of January 7, 2008, under V. Policies and Guidelines





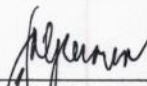
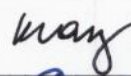
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Note: A clearance is issued to a relative once bill is settled. Relatives are advised to settle bill the following day in order to secure clearance. Death Certificate is secured from the Medical Records Section during office hours.

11. Nurse on duty / Nursing attendant performs post-mortem care.
12. Nurse on duty fills out two Cadaver identification tags.
 - 12.1. Attached directly to the patient's chest area.
 - 12.2. After the patient is covered with the morgue sheet.
13. Nurse on duty/Nursing Attendant places the shroud or morgue sheet on the bed, wrap the body, and secure with the safety pin.
14. Attach the second identification tag.
 - 14.1. If the patient died of an infectious disease, label the body according to facility policy (*see Infection Prevention and Control Unit Manual*).
15. Auxiliary transfers the body to the Corporal Remains Facility.
16. Nurse on duty with the patient's representative as witness, endorses the cadaver to the funeral parlor personnel with the following documents completely filled-out:
 - 16.1. Copy of Authorization for the Release of Body.
 - 16.2. Temporary Death Certificate.
17. Nurse on duty/Clerk processes bill.
18. Nurse on duty documents procedure done and completes patient chart.


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APPROVAL:


	Name/Title	Signature	Date
Prepared by:	GIA P. BANDRIA, RN Head Nurse		4/25/22
Verified:	RICHARD S. MONTILIAO, RN OIC Policy Development Officer		25 APR 2022
	SHALAINE SOCORO L. DURAN, RN Nurse Manager for Operations		4/26/22
	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		04/29/2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		05/02/2022
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Director		05/05/22
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		5/19/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		6-6-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		6/15/22

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KEY TASKS	PERSON RESPONSIBLE
1. Checks the time the patient was pronounced dead.	Nurse on duty
2. Screens off the body of the expired patient	Nurse on duty
3. Informs next of kin	Nurse on duty
4. Supports the family's needs for spiritual or religious rituals	Nurse on duty
5. Prepares all the forms needed for the release of the body	Nurse on duty
6. Inquires from the patients family their choice of funeral service provider	Nurse on duty
7. Notifies the supervisor on duty of patient's death and choice of funeral service provider	Nurse on duty
8. Notifies billing section, or after office hours, the admitting section of patient's death	Nurse on duty
9. Instructs relative to sign promissory note at billing section	Nurse on duty
10. Performs post-mortem care	Nurse on duty/ Nursing Attendant
11. Fills out two cadaver identification tags	Nurse on duty
12. Places the shroud or body wrap on the bed, wraps the body, and ties the shroud or wrap	Nurse on duty/ Nursing Attendant
13. Endorses the cadaver to funeral parlor personnel together with the Copy of Authorization for the Release of Body and Temporary Death Certificate.	Nurse on duty with the patient's representative as witness

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14. Processes the bill	Nurse on duty
15. Documents procedure done and completes the patient's chart	Nurse on duty
16. Transfers the body to the Corporal Remain Facility	Auxiliary Personnel
17. Processes the final bill	Billing Clerk

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Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Director	<i>[Signature]</i>	05-15-22
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer	<i>[Signature]</i>	5/17/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer	<i>[Signature]</i>	5.16.22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	6/15/22

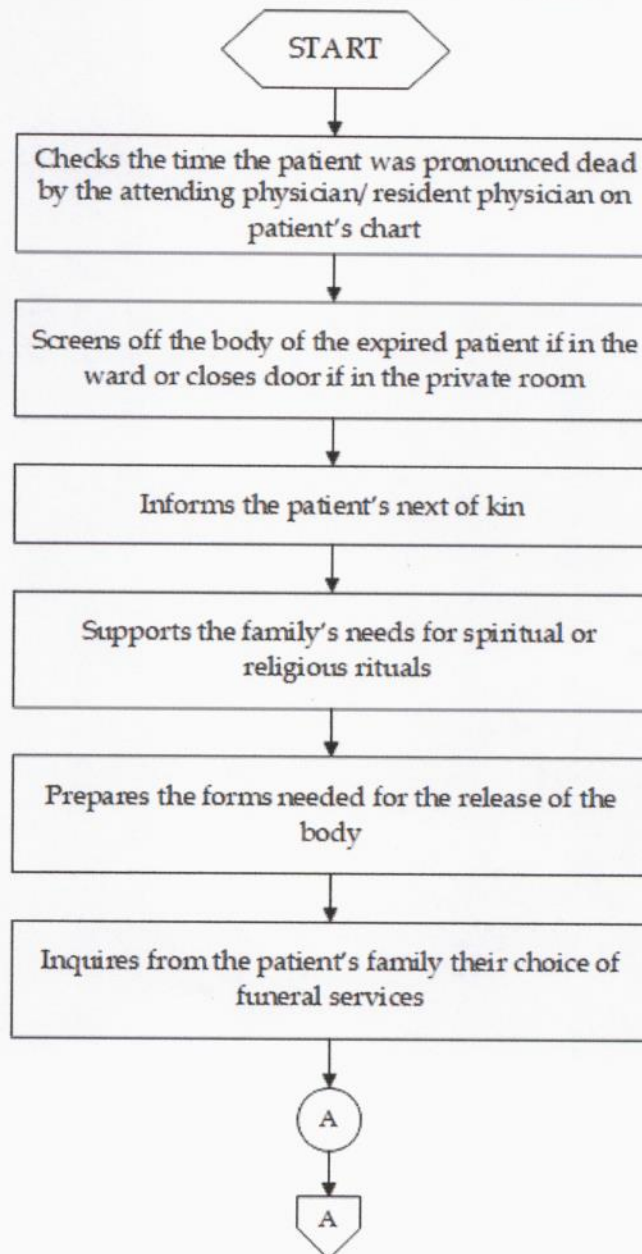


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FLOWCHART

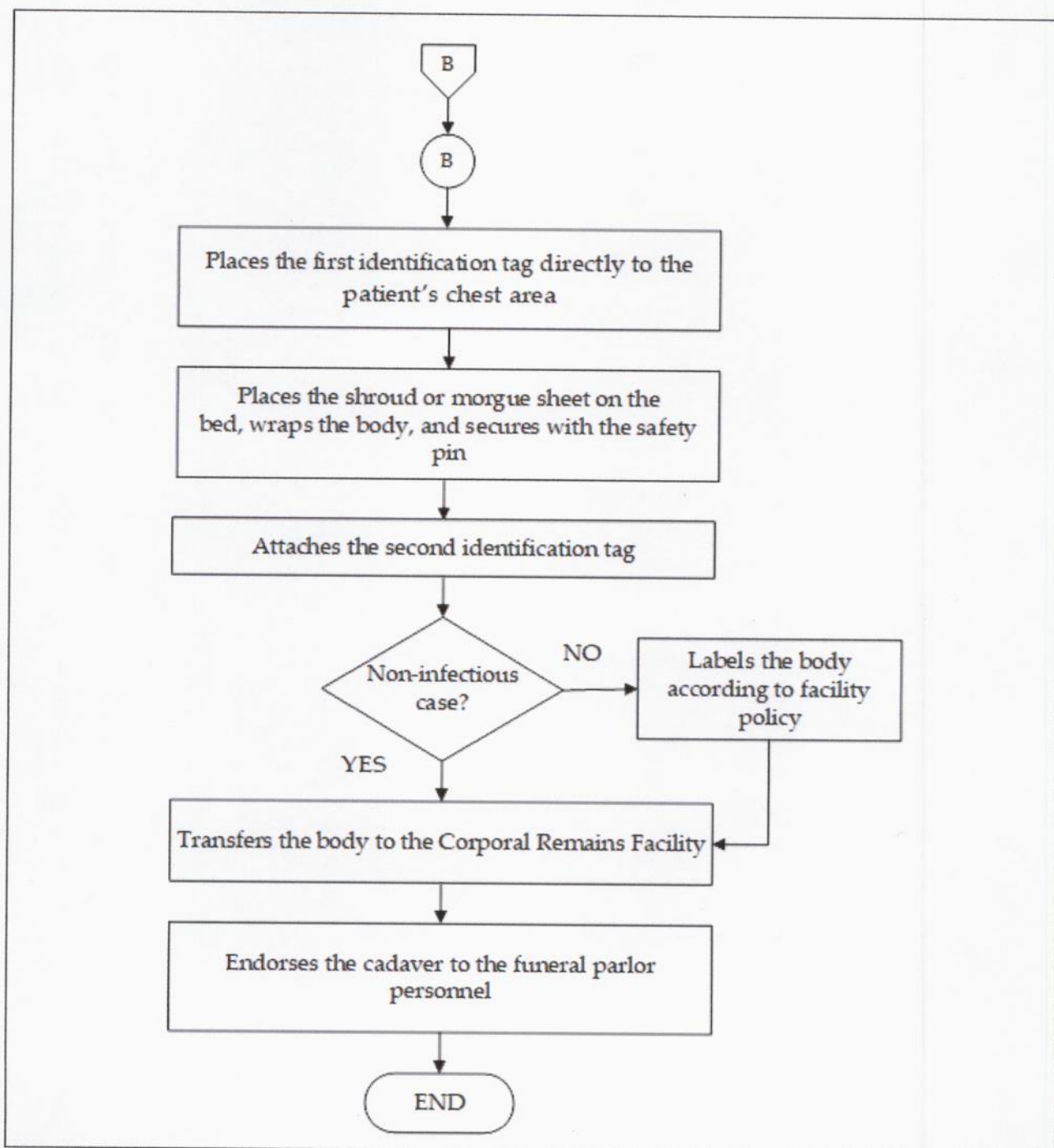




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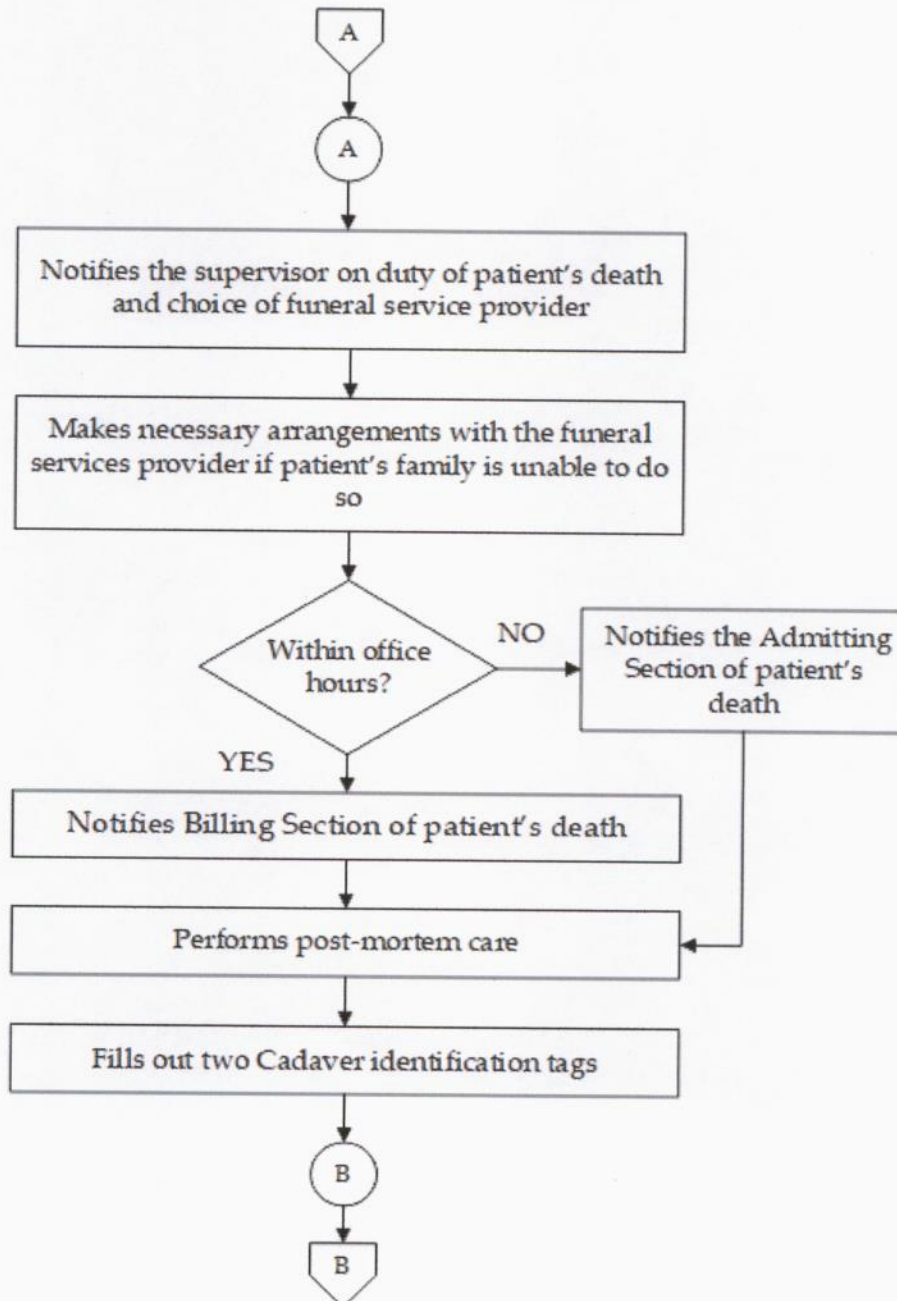





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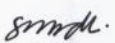




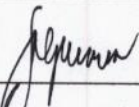
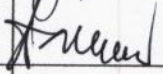
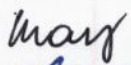

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